

**COMMUNICATIONS UNIT WORKGROUP (COMU WG) MEETING**

MONDAY, OCTOBER 21, 2019

1:00 PM

TELECONFERENCE (888) 363-4735  
PASSCODE 1191077**MEETING MINUTES**

1. Meeting called to order at 1:01 PM.

Members present in person: Carl Guse, Rick Lange, and Todd Lindert. Present via teleconference: Brian Jansen. Also present: Molly Boss, Jamie Formea, Meredith Hauge, Heather Harris-Fatty, and Paul Hughes.

2. Review and approval of September 06, 2019 meeting minutes.

*Motion to approve the meeting minutes by Lange. Seconded by Lindert. Unanimous approval*

3. Public Comment - There was no public comment.

4. Position Task Book (PTB) Review/ Initial Approvals

- A. Action to Approve Dawn Chuilli, Incident Tactical Dispatcher (INTD)
- B. Action to Approve Jennifer Evon, Incident Tactical Dispatcher (INTD)
- C. Action to Approve Jeremy Scott, Incident Tactical Dispatcher (INTD)
- D. Action to Approve Steven Fenske, Communications Unit Leader (COML)
- E. Action to Approve Glen Hageman, Communications Unit Leader (COML)
- F. Action to Approve John McManus, Communications Unit Leader (COML)

*Motion to approve the PTBs for Dawn Chuilli, Jennifer Evon, Jeremy Scott, Steven Fenske, Glen Hageman and John McManus by Lindert. Seconded by Lange. Unanimous approval*

- G. Action to Approve Darren Chappuies, Communications Technician (COMT)

*Motion to approve the PTB for Darren Chappuies by Guse. Seconded by Lindert. Unanimous approval*

- H. Discussion and action to give Erik Engel an extension on the timeline to complete his PTB.

*Motion to give Erik Engel a 1-year extension on the timeline to complete his PTB (giving him a total of 5.5 years) but requiring a final evaluator to observe and sign-off by Guse. Seconded by Lange. Unanimous approval*

5. COMU Standard Operating Guidelines (SOG) Project Update

- A. The SOG was reviewed and some additional edits were identified. The workgroup decided to approve with the condition that those edits would be completed.

*Motion to approve the SOG with the planned edits by Lindert. Seconded by Lange. Unanimous approval*

6. 2020 Recognition Renewals
  - A. Boss briefed the group that the renewal process for recognitions achieved prior to January 1, 2019 will be due in 2020 and recognitions achieved after January 1, 2019 will be due by 2025.
7. The WI FOG update will be addressed in early 2020.
8. WI CASM Policy
  - A. Boss informed the group that OEC staff will draft this and present it to the COMU WG for input.
9. Other Business
  - A. Hughes informed the group that Doug Lofreddo is deployed for approximately the next 10-11 months and also provided other WEM updates regarding SIMCOM, FirstNet, and new devices.
10. Meeting adjourned at 3:33 PM.

Respectfully,  
Meredith Hauge  
DMA/OEC